

**Moody Early Childhood Center**  
**BOD Minutes**  
**Friday, April 26, 2019**  
**1:00 p.m. in the Family Engagement Room @ MECC**  
**1110 21<sup>st</sup> Street, Galveston, Texas 77550**

In Attendance:

Jeri Kinnear, Betty Massey, Angela Brown, Weez Doherty, John Prochaska, and Erica Adams (via Zoom)

Staff:

Karin Miller, Greg Howell

Ms. Massey called the meeting to order at 1:04 p.m. There was no comment from the public in attendance. On a motion from Ms. Adams and a second by Dr. Prochaska, the minutes of both the March 22<sup>nd</sup> and April 1<sup>st</sup> board meeting were approved as distributed.

Mr. Howell began the financial reports with Ms. Brown joining the meeting as his report began. Mr. Howell reviewed each MECC account, responding to board members' questions. Of particular note are the following:

- a) Now that all transfers accounting for expenditures from the recent Meadows Foundation grant are complete, the Capital Account has a balance of \$71,000 with Mr. Howell and Ms. Kinnear noting that this will be the source of funding for MECC's expenses incurred because of the opening of the Teen Health Pediatric Clinic later this summer. There will be several location adjustments needed that are not covered in the funding secured by Teen Health for the clinic build-out. Board members suggested that Ms. Massey approach Sealy Smith Foundation, the lead donor for the clinic to see if these expenses might be covered in a separate grant. If the response is negative, then this account will be used. The other priority will be the capital costs associated with the expansion to PreK4 if MECC is unsuccessful in its most recent (to be filed April 30th) request via GISD to TEA.
- b) The audit should be ready for Finance Committee review in the next 7-10 days and once that is completed, Mr. Howell and Ms. Brown will request a special Board meeting to review the audit and forward to GISD in time for its May board meeting.
- c) Mr. Howell and Ms. Miller worked with Mr. Ford and completed proposed revisions to the August 2018 TEA grant to GISD. Following discussion, on a motion from Ms. Brown and a second by Dr. Prochaska, the board unanimously approved the revisions as presented. Mr. Howell and Ms. Miller will forward these to GISD. Ms. Massey's questions made clear that if approved, some of the changes will be incorporated into the 2019/2020 operating budget plan.
- d) Then Mr. Howell presented amendments to the current operating budget which entailed a shift in funding allocation. On a motion from Dr. Prochaska and a second by Ms. Adams, those changes were approved unanimously.
- e) Finally, Mr. Howell presented the 2019/2020 Budget Development Plan which engendered discussion focused on the percentage to be used to calculate a raise pool, adjusting those

percentages to either 2% or 3% and stipulating that legal services be secured through an interview process, that insurance be negotiated with the current agency and an RFP be issued for audit and accounting services. On a motion by Ms. Kinnear and a second by Dr. Prochaska, the board unanimously approved the budget plan.

That concluded the financial reports. Ms. Miller reviewed her report, which had been distributed as part of the board packet. In addition, she reported that working with GISD, MECC will offer a free summer program for a select number of PreK3 advancing to PreK4 students and 23 Kindergarten students with the district paying for the program. Children enrolled in MECC's extended day program during the school year will be included in this summer program. Ms. Miller also stated that as MECC adds board members (an upcoming item on the agenda), she will include a "MECC 101" highlighting certain operational areas in her monthly reports. This month Ms. Miller reviewed the work of family advocates. She also responded to the board's request for ways in which staff could use volunteer assistance with a list of work.

Committee reports were next on the MECC agenda with Ms. Kinnear leading off with a draft of a letter of support addressed to State Representative Tan Parker for his work on adverse childhood experiences and HB4183. The board unanimously approved the letter for Ms. Kinnear's signature. Ms. Adams then took over the report from the Government Affairs Committee leading the board through the status of the education funding bills in the legislature. Ms. Massey thanked Ms. Kinnear and Ms. Adams for their diligent work.

Dr. Prochaska then reported on the Governance and Board Development Committee work. Included in the board packet was a draft confidentiality agreement which he proposed would be signed by the board and any non-board members serving on committees. Following discussion, on a motion from Dr. Prochaska and a second by Ms. Doherty the confidentiality agreement was approved. Ms. Massey asked board members to sign and return to Ms. Miller before the next board meeting.

Dr. Prochaska then placed the name of Rene Templer in nomination as a MECC board member. The board was familiar with Ms. Templer's long and highly successful career in early childhood education, and the nomination garnered a quick second from Ms. Kinnear, and unanimous approval.

The next topic in the Governance Committee report was the need to set committee meeting schedules and the appointment of board members to those committees. After discussion, the board agreed to the following:

- a) 2<sup>nd</sup> Thursday of the month @ 1:00pm Governance and Board Development followed by Resource Development (Massey/Prochaska/Miller-both committees);
- b) 3<sup>rd</sup> Thursday of the month @1:00pm Finance (Brown/Doherty/Kinnear/Howell/Miller);
- c) 4<sup>th</sup> Thursday of the month @1:00pm Scholarship (Kinnear/Templer/Miller/Ford/Family Advocates);
- d) Called as needed Government Affairs (Kinnear/Adams);
- e) 4<sup>th</sup> Friday of the month @1:00pm Board of Directors (all).

The final item in this report was the review of officer job descriptions which board members thought were thorough. Next month Dr. Prochaska will return to the task of developing evaluation tools for the board and for its two direct report employees.

Ms. Massey thanked Dr. Prochaska for his work and presented the Resource Development Committee report which included the following: a) allocation of \$35,000 by Galveston United Way; b) submission of a request to the Hamman Foundation for support for next fiscal year's scholarship fund; c) the anticipated submission of a joint request with New Life Day School for support for the family engagement program to First Presbyterian Church; d) the submission of a TEA charter expansion/start up for the PreK4 program due April 30th. On a motion by Ms. Adams and a second by Ms. Kinnear the board unanimously approved the aforementioned grant requests.

The board then reviewed the draft of the MOU with Head Start which had been included in the board packet. Ms. Miller and Ms. Massey explained the reduction in the partnership numbers was the result of a protracted negotiation with Head Start and GISD. On a motion from Ms. Kinnear and a second by Ms. Doherty the board unanimously approved the draft presented in the board packet.

Next up on the agenda was a series of brief updates:

- a) Ms. Doherty reported on the "Budget 101" workshop held earlier in the day, noting that 3 advisors were in attendance and complimenting Mr. Howell on his presentation. Ms. Doherty spoke with Mary Jo Urbani concerning distribution of the MECC video. Ms. Urbani recommended releasing the video via social media due to its broadest publicity but to keep an active review of comments. The next Board of Advisors meeting is June 6<sup>th</sup>, at 9 a.m. in the Family Engagement Room.
- b) Ms. Miller and Mr. Howell are taking the lead on the revisions to the agreement with GISD, which may come to a special early May board meeting called for the audit review.
- c) Ms. Miller told the board that Teen Health's PA will take up residence at MECC in early May, sharing an office with the school nurse while construction proceeds on the clinic. In June, the nurse and the PA will move into the clinic which will allow construction to start on Ms. Miller's new office (formerly the office of the school nurse) which will allow the family advocates to then move into Ms. Miller's former office suite freeing up their offices for the clinic and for a UTMB operated sensory room.
- d) Ms. Brown reported the Galveston Sustainable Communities Alliance will be taking responsibility for the dental education program to make it a city-wide effort.
- e) No word on Early Head Start.

Ms. Massey told the board that she thought it was time to renew discussions of MECC's strategic plan; members agreed and she, Ms. Miller and Mr. Howell will suggest a time and date to go back to work on this.

The board adjourned to Executive Session to discuss personnel issues and reconvened taking no action. The meeting was adjourned at 4:06 p.m.